

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
1. TITLE Quality Assurance Provisions		2. IDENTIFICATION NUMBER DI-CMAN-80789		
3. DESCRIPTION/PURPOSE 3.1 Quality Assurance Provisions (QAPs) are the documented requirements, procedures, and criteria necessary for demonstrating that designs conform to user requirements and that material and associated services conform to approved designs.				
4. APPROVAL DATE (YYMMDD) 890308	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) MI	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and preparation instructions for the QAP resulting from the work task described by 3.2 of MIL-T-47500/6. 7.2 This DID is related to DI-CMAN-80788, "Quality Engineering Planning List". 7.3 This DID supersedes DI-R-1765.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER A4663
10. PREPARATION INSTRUCTIONS 10.1 <u>Reference documents.</u> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments and revisions, shall be as specified in the contract. 10.2 <u>Format and content.</u> QAP shall meet the requirements of MIL-T-47500/6 and the applicable selection worksheet incorporated in the contract or order.				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

DATA ITEM DESCRIPTION			Form Approved OMB NO. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0180), Washington, DC 20503.				
1. TITLE TEST/INSPECTION REPORT		2. IDENTIFICATION NUMBER DI-NDTI-80809B		
3. DESCRIPTION/PURPOSE 3.1 The test/inspection report is used to document test/inspection results, findings, and analyses that will enable the government or contracting agency to evaluate compliance with system requirements, performance objectives, specifications, and test/inspection plans.				
4. APPROVAL DATE (YYMMDD) 970124	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFMC-DOP	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to engineering (developmental), preliminary qualification, qualification, and acceptance testing. 7.3 This DID supersedes DI-NDTI-80809A and DI-MISC-80653.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER F7231	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . Contractor format is acceptable. Organize the information required by paragraph 10.2 and its subparagraphs in a manner that facilitates presentation and understanding 10.2 <u>Content</u> . The test/inspection report shall contain the following information, as applicable. 10.2.1 <u>Cover and title page</u> . The following information shall appear on the outside front cover and title page: a. Report date. b. Report number (contractor or government) c. Contractor's name, address, and commercial and government entity code. d. Contract number and contract line item number or sequence number (if applicable). e. Type of test/inspection (for example, first article acceptance test, quality conformance inspection, developmental test, qualification test, environmental test). f. Identification of item tested/inspected. g. Date or period of test/inspection. h. Name and address of requiring government activity. i. Security classification, downgrading and declassifying information, if applicable. <div style="text-align: right;">(Continued on page 2)</div>				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: APPROVED FOR PUBLIC RELEASE; DISTRIBUTION IS UNLIMITED.				

Block 10, Preparation Instructions (continued)

10.2.2 Table of contents. The table of contents shall identify the following:

- a. The title and starting page of each major section, paragraph, and appendix of the report.
- b. The page, identifying number, and title of each illustration (for example; figure, table, photograph, chart, and drawing).

10.2.3 Introduction. The introduction shall include the following information:

10.2.3.1 Test/inspection objective(s). The specific test/inspection objective(s) as specified in the contract tasking document.

10.2.3.2 Item(s) tested/inspected. Complete identification of the item(s) tested/inspected including the following:

- a. Nomenclature.
- b. National stock number.
- c. Model number, part number, and serial number
- d. Type of item (for example, prototype, production item, laboratory model).
- e. Serial or lot number.
- f. Applicable engineering changes.
- g. Production item specification, if applicable.
- h. Date of manufacture.

10.2.3.3 Test/inspection requirements. Complete identification of the test/inspection requirements correlated to contractual requirements including the following:

- a. Required test/inspection parameters.
- b. Performance requirements, acceptance or compliance limits, and environmental criteria.

10.2.4 Summary. Complete test/inspection report summary including the following:

- a. A brief discussion of the significant test/inspection results, observations, conclusions, and recommendations covered in greater detail elsewhere in the report.
- b. Proposed corrective actions and schedules for failures or problems encountered.
- c. Identification of deviations, departures, or limitations encountered, referenced to the contract requirements
- d. Tables, graphs, illustrations, or charts as appropriate to simplify the summary data.

10.2.5 Reference documents. Complete identification of all documents referenced in the test/inspection report including the following, as applicable:

- a. Prior test/inspection reports on the same item.
- b. Test/inspection plans and procedure documents.
- c. Prior certifications of compliance.
- d. Contractor's file designation where test/inspection records are maintained.
- e. Input parameters used.

The applicable issue of the documents cited therein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be 10.2.6 Body of report. The body of the test/inspection report shall be as follows:

10.2.6.1 Test equipment identification. Complete identification of each item of test equipment used in the test/inspection including the following:

- a. Nomenclature.
- b. Model number.
- c. Serial number.
- d. Manufacturer.
- e. Calibration status.
- f. Accuracy data.
- g. Comments, if applicable.

10.2.6.2 Test/inspection facility installation and set-up. Complete description of the physical set-up used in conducting the test/inspection to include the following:

- a. Location or orientation of the item.
- b. Location, orientation, or settings of test equipment and instrumentation.
- c. Location, orientation, or settings of sensors and probes.
- d. Location or orientation of interconnections, cables, and hoop-ups.
- e. Electrical power, pneumatic, fluidic, and hydraulic requirements.

Drawings, illustrations, and photographs may be used for clarification.

10.2.6.3 Test/inspection procedures. Complete description of the procedures used in conducting the test/inspection to include the following:

- a. Item selection and inspection that verified suitability for test/inspection.
- b. Summarized sequence of testing/inspection steps, including a description of how the item was operated during the test/inspection, and any control conditions imposed.

10.2.6.4 Test/inspection results and analysis. A copy of all test/inspection results and analysis to include the following:

10.2.6.4.1 Recorded data. The actual recorded data (for example, log book entries, oscillographs, instrument readings, plotter graphs). If the recorded data is extensive, provide it in an appendix.

10.2.6.4.2 Test/inspection results. Identification of all test/inspection results to include the following:

- a. Matrices comparing results achieved against test/inspection objectives or requirements.
- b. A discussion of these matrices as to their significance, and how they compare to any prior test/inspections.
- c. Calculation examples.
- d. Discussion of anomalies, deviations, discrepancies, or failures, including their impact, causes, and proposed corrective actions. The discussion shall address discrepancies between design requirements and the tested/inspected configuration.

10.2.6.5 Conclusions. Test/inspection conclusions distinguished between objective and subjective to include the following:

- a. The effectiveness of the test/inspection procedures in measuring item performance.
- b. The success or failure of the item to meet required test/inspection objectives.
- c. The need for repeat, additional, or alternative tests/inspections.
- d. The need for item redesign or further development.
- e. The need for improved test/inspection procedures, techniques, or facilities.
- f. The adequacy and completeness of the test/inspection requirements.

10.2.6.6 Recommendations. Recommendations appropriate to the test/inspection results and conclusions including the following:

- a. Acceptability of the item tested/inspected (pass or fail).
- b. Additional testing/inspection required.
- c. Redesign required.
- d. Problem resolution.
- e. Test/inspection procedure or facility improvements.
- f. Disposition of items tested/inspected.
- g. Documentation changes required.
- h. Testing/inspection improvements.

10.2.7 Authentication. The following certifications shall be included, as applicable:

10.2.7.1 Authentication of test/inspection results. A statement that the test/inspection was performed in accordance with applicable test/inspection plans and procedures, and that the results are true and accurate. The authentication shall include the signature of the contractor personnel that performed the test(s)/inspection(s), a contractor representative authorized to make such certification, and any government witnesses.

10.2.7.2 Authentication of prior validation. A statement identifying those requirements not tested/inspected or measured that were previously validated. Include identification of the data and method employed for such validation (for example, prior test/inspection, analytical verification, equivalent item, and so on). The authentication shall include the signature of a contractor representative authorized to make such authentication and any government witness.

10.2.7.3 Authentication of acceptability. A statement that the item tested/inspected either passed or failed item acceptability requirements. This authentication shall include the signature of a contractor representative authorized to make such authentication and any government witness.

10.2.8 Appendices. Appendices shall be used to append detailed test/inspection data, drawings, photographs, or other documentation too voluminous to include in the main body of the report. This includes referenced documentation not previously provided by the government, and test/inspection reports from any associated test/inspection activity that may have performed some of the testing/inspecting requirements.

End of DI-80809

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
TITLE TEST PLAN		2. IDENTIFICATION NUMBER DI-NDTI-80566	
3. DESCRIPTION/PURPOSE 3.1 The Test Plan outlines the plans and performance objectives at every level of testing on systems or equipment. It provides the procuring activity with the test concept, objectives and requirements to be satisfied, test methods, elements, responsible activities associated with the testing, measures required, and recording procedures to be used.			
4. APPROVAL DATE (YYMMDD) 880413	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T213	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 The Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract. 7.2 This DID is applicable to system and equipment tests that include design evaluation tests, engineering tests, preliminary qualification tests, formal qualification tests, human factor tests, operational tests and acceptance tests. (Continued on Page 2)			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER 64379
9. PREPARATION INSTRUCTIONS 10.1 <u>General</u> . The test plan shall document in detail the contractor's plan for conducting tests and analyzing the test results to show how the system, when fielded, will satisfy the requirements of the applicable design specification. 10.2 <u>Format</u> . The plan shall be in the contractor's format. 10.3 <u>Content</u> . 10.3.1 <u>Title page</u> . The title page shall include the following: <ul style="list-style-type: none"> a. Title of the test to be conducted. b. Identification of system being tested. c. Contractor's name. d. Contract number. e. Security classification. f. Distribution statement. 10.3.2 <u>Introduction</u> . Consists of an overview of the objectives of the test plan, including flow diagrams, milestones, personnel participation, locations, schedules, and security measures to be observed. The plan shall include the following: (Continued on Page 2)			
1. DISTRIBUTION STATEMENT			
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

Block 7, APPLICATION/INTERRELATIONSHIP (continued)

7.3 This DID supersedes DI-T-5204.

Block 10, PREPARATION INSTRUCTIONS (continued)

10.3.3 Flow Diagrams. The flow diagrams will reflect a functional description of the test program using a block diagram portrayal of the functions that must be met to satisfy the total test program. Functions shall be numbered 1.0, 2.0, 3.0, etc.

10.3.4 Milestones. Identifies the start and expected completion dates of each test to be performed.

10.3.5 Participation. Identifies the government and contractor participation roles and responsibilities.

10.3.6 Location. Identifies the facilities where the testing will be performed.

10.3.7 Schedule. States when testing will be performed, whether testing is on schedule, and if not, what procedures will be taken to meet the schedule.

10.3.8 Security. Identify and state briefly any security measures or guidelines to be observed.

10.3.9 Master test list. Lists all tests to be accomplished in the order they are to be performed. A separate listing for each location shall be provided. Each listing shall include the following:

10.3.9.1 Test description. Name and brief description of test to be performed.

10.3.9.2 Applicable specification(s). The specifications shall be identified as follows:

- a. Title and identification number.
- b. Paragraph number associated with the test.
- c. Title of test.
- d. Functional category of test.

10.3.9.3 Parameters. The number of cycles the test will be performed and selected parameters to be observed.

10.3.9.4 Special tests. Provides a list of special or unusual tests and examinations necessary to verify satisfactory equipment performance to specifications.

Block 10, PREPARATION INSTRUCTIONS (continued)

10.3.9.5 Test classification category. State the functional area of each test performed.

10.3.9.6 Test Objectives. Describes the objective of each test performed, including the criteria, baseline, duration, and number of times each test should be performed.

- a. Success/failure criteria.
- b. Baseline.
- c. Duration.
- d. Quantity of test.

10.3.9.7 Test equipment. List all equipment to be used in the test and identify as follows:

- a. Description.
- b. Nomenclature
- c. Serial number.

10.3.9.8 Support equipment. List all support equipment that will be used to perform the tests and identify as follows:

- a. Description.
- b. Nomenclature
- c. Serial Number.
- d. Calibration constants.
- e. Calibration procedures.
- f. Operating instructions.

10.3.9.9 Special test equipment. List all special test equipment required to be designed or fabricated for use on the program as follows:

- a. Description.
- b. Nomenclature.
- c. Date required.

10.3.9.10 Approach. Describes the steps used to perform each test.

10.3.9.11 Instrumentation. Indicates the type and recording devices that will be used and the number and types of parameters to be recorded.

10.3.9.12 Data reduction and analysis. Describes data to be recorded and the data reduction and analysis techniques that will be used to interpret the data.

10.3.9.13 Government test facilities. Identifies applicable facility and includes a reference to the appropriate facility requirements documents.

10.3.10 Validation procedure. An overview of the procedures that the contractor will use to validate the test results.

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

1. TITLE

TEST PROCEDURE

2. IDENTIFICATION NUMBER

DI-NDTI- 80603

3. DESCRIPTION / PURPOSE

3.1 The test procedure identifies the step-by-step testing operations to be performed on items under going developmental, qualification, or acceptance testing. It identifies items to be tested, the test equipment and support required, the test conditions to be imposed, the parameters to be measured, and the pass/fail criteria against which the test results
(continued on page 2)

4. APPROVAL DATE
(YYMMDD)

880601

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

G/T2137

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.

7.2 This DID is applicable to contracts requiring tests to be performed for the purpose of developmental or environmental evaluation, acceptance testing, and item qualification testing.

7.3 This DID supersedes DI-T-5248 and DI-T-5301

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

G4428

10. PREPARATION INSTRUCTIONS

10.1 Format Requirements. The test procedure shall be in the contractor's format on 8 1/2 x 11 inch paper. It shall be bound in such a manner that pages may be removed or inserted without damage or mutilation.

10.2 Content requirements. The test procedure shall contain the following:

10.2.1 Front matter.

10.2.1.1 Cover and title page. The following information shall be included on the cover and title page:

- a. Date of issue.
- b. Revision date (If applicable).
- c. Procedure document identification number.
- d. Contract number.
- e. Contractor's name and address.
- f. Type of procedure, including purpose (e.g., first article test, developmental evaluation, qualification, environmental (specify), acceptance, or other).
- g. Identification of the system, subsystem, or equipment to be tested.
- h. Security classification (if applicable)

(continued on page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

Block 3. DESCRIPTION/PURPOSE

will be measured. The document is a compilation of individual test procedures for related elements of a system, subsystem, or equipment.

BLOCK 10. PREPARATION INSTRUCTIONS (continued)

10.2.1.2 Record of changes. A record of change pages shall be included to provide for tracking of changes to the test procedures.

10.2.1.3 Table of contents. A table of contents is required when more than one test procedure is included in the test procedures document. It shall identify the page location of each procedure number, procedure title, and related equipment nomenclature.

10.2.2 Body of document. For each test procedure, the following information is required:

10.2.2.1 Procedure number. Each procedure shall have a unique number assigned to it.

10.2.2.2 Title of procedure. The title should relate to the purpose of the test.

10.2.2.3 Introduction. The following shall be addressed in the introduction:

10.2.2.3.1 Purpose of test. (As specified in the contract tasking document.)

10.2.2.3.2 System, subsystem, or equipment to be tested. The following identification information shall be provided:

- a. Nomenclature
- b. Model or part number.
- c. Type of test item (prototype, production item, laboratory model, etc.)
- d. Applicable specification.

10.2.2.3.3 Test requirements. Includes the following, each related to the prescribing contract requirement paragraph (specification, standard, plan, or work statement).

- a. Required tests, and parameters to be measured.
- b. Performance requirements, acceptance or compliance limits, and environmental criteria.

10.2.2.3.4 Referenced documents. A list by title, number, date, and source of those documents cited in the test procedure.

Block 10. PREPARATION INSTRUCTIONS

10.2.2.4 Required test equipment. Includes the following for each piece of test equipment required to perform the procedure:

- a. Nomenclature.
- b. Use of test equipment.
- c. Model Number (if applicable).
- d. Manufacturer (if mandatory).
- e. Accuracy and calibration requirements.
- f. Range or spectrum of measurements required.

10.2.2.5 Table of tests. This table lists each test performed under the procedure in the sequence it is to be performed, identified to the procedure paragraph and the related specification/contract requirement.

10.2.2.6 Step-by-step procedure. The following shall be included for each step of the test procedure:

- a. Test set-up diagrams, including test equipment connections.
- b. Input and output instrumentation points.
- c. Test item operating limits and test conditions to be imposed.
- d. Performance parameters to be measured.
- e. Step-by-step operations to obtain the required data.
- f. Caution and safety warnings as appropriate.

10.2.2.7 Data sheets. Data sheets shall be included with the procedure, or be separately attached at the end of all procedures. They shall provide for:

- a. Identification of item tested, including model and serial numbers.
- b. Recording of test measurements.
- c. Identification of required or objective performance values, with tolerances.
- d. Identification of applicable procedure paragraph.
- e. Date of test.
- f. Signature of technician or inspector performing the tests.

10.2.2.8 Support requirements. Any special support requirements would be included in this section, such as:

- a. Use of special facilities or test ranges.
- b. Personnel requirements (numbers, types, qualifications).
- c. Unusual electrical, hydraulic, pneumatic, etc. requirements.
- d. Support equipment requirements.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
1. TITLE Certification/Data Report		2. IDENTIFICATION NUMBER DI-MISC-80678		
3. DESCRIPTION/PURPOSE 3.1 Certification data is required to verify that specific qualifications have been obtained, tests have been performed, parts/assemblies/equipments/systems have been installed, tested, inspected and are ready for operation; that personnel have specific qualifications to perform assignments/operations/inspections; or to certify identity, interchangeability, (Continued on page 2.)				
4. APPROVAL DATE (YYMMDD) 880912	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SEA 5523	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 Certification may be required for a single event/operation, or may be required for a specified time period, or certification may be required on a continuing basis with periodic re-certification or updating of the original certification. 7.2 The technical content requirements for this item shall be specified in the contract. When this DID is applied to contracts acquiring items via a military specification prepared in accordance with MIL-STD-961, the necessary detailed technical requirements shall be (Continued on page 2.)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER N4533
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The report shall be typewritten in narrative format on the contractor's form. The report shall cover the type of certification specified in Block 3, "Subtitle," of the CDRL, DD Form 1423. 10.2 <u>Content</u> . The report shall contain the contract number and data item sequence number, and shall contain a statement that specifically identifies the purpose and applicability of this certification. 10.2.1 <u>Certification of completion</u> . Certification that tests have been performed, inspections made, parts/assemblies/equipments/systems have been installed, tested, inspected, and area ready for operation, or that specific qualifications have been obtained shall provide objective evidence in support of the certification. Objective evidence may include such items as spectographs, radiographs, material sampling, analysis, inspection and testing reports, or any other necessary documentation. 10.2.2 <u>Certification of personnel</u> . Certifications that personnel have specific qualifications shall be supported by licenses, permits, tests, statements of competency, or other documentation. The specific capabilities to perform an assignment, inspection, or other operations shall be stated in the certification. 10.2.3 <u>Certification of data reviews</u> . Certifications that documentation/data has been reviewed shall contain a statement of the "depth" of the examination and the results thereof. If the documentation being reviewed cannot be certified, the report shall so state and shall list the reasons, i.e., deficiencies, conflicting data, etc. (Continued on page 2.)				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

Block 3, Description/Purpose (Continued)

compatibility, reliability, or completeness of documentation being prepared or reviewed by a contractor. The technical effort involved will be the result of equipment/procurement specification requirements.

Block 7, Application/Interrelationship (Continued)

prepared as an appendix to the military specification entitled "Certification Data/Report Technical Content Requirements." The appropriate paragraph in block 10 herein, i.e., 10.3.1 or 10.3.2 shall be specified on the DD Form 1423, Contract Data Requirements List (CDRL).

7.3 This DID supersedes UDI-A-23264B.

Block 10, Preparation Instructions (Continued)

10.2.4 Certification of compliance. Certification of compliance to specific specification requirements shall be a statement to the effect that the contractor has complied.

10.3 Technical content.

10.3.1 The technical content shall be in accordance with the appendix entitled "Certification Data/Report Technical Content Requirements," contained in the applicable military specification as stated in the DD Form 1423, Contract Data Requirements List.

10.3.2 The technical content shall be as specified on the DD Form 1423, Contract Data Requirements List.

10.4 Supplemental information. Additional specific material, drawings, sketches, photographs, etc., in support of these certifications shall be as defined in the DD Form 1423.

10.5 Signature. The certification report shall be signed by the contractor's authorized representative responsible for insuring that the equipment being delivered/service being performed is in accordance with contract requirements.

DATA ITEM DESCRIPTION

Title: ENGINEERING CHANGE PROPOSAL (ECP)

Number:	DI-CMAN-80639C	Approval Date:	20000930
AMSC Number:	D7388	Limitation:	N/A
DTIC Applicable:	No	GIDEP Applicable:	No
Office of Primary Responsibility: D/DUSD(AT&L)SE			
Applicable Forms: N/A			

Use, Relationships: An Engineering Change Proposal (ECP) provides the documentation in which the engineering change is described. It includes change impacts to systems, configuration items and other associated configuration documentation affected by the proposed change. In addition, it typically describes how the proposed change will be implemented along with providing estimated schedules and associated costs.

This Data Item Description (DID) contains the format, content and preparation instructions for the data product resulting from the work task specified in the contract. This DID is used in conjunction with a Notice of Revision (NOR) (DI CMAN-80642B). A requirement for NORs should be contractually imposed in conjunction with this DID.

Data Item submittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from <http://www.geia.org/836/>

This DID supersedes DI-CMAN-80639B.

Requirements:

1. Reference documents. The applicable issue of any documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.
2. Format and content. *The Engineering Change Proposal (ECP) shall be prepared in contractor format. . The ECP content shall include, where applicable, the following information:*
 - a. the change priority, change classification, and change justification
 - b. a complete description of the change to be made and the need for that change
 - c. complete listing of other configuration items impacted by the proposed change and a description of the impact on those CIs.
 - d. proposed changes to documents controlled by the government.
 - e. proposed serial (or lot) number effectivities of units to be produced in, or retrofitted to, the proposed configuration.
 - f. recommendation about the way a retrofit should be accomplished.
 - g. impacts to any logistics support elements (such as software, manuals, spares, tools, and similar) being utilized by government personnel in support of the product.
 - h. impacts to the operational use of the product
 - i. complete estimated life-cycle cost impact of the proposed change
 - j. milestones relating to the processing and implementation of the engineering change

DI-CMAN-80639C

The following references may be useful in defining content: MIL-HDBK-61, Configuration Management Guidance (paragraph 4.2 and Table 4-6) and ANSI/EIA-649-1998, National Consensus Standard for Configuration Management (paragraph 5.3.1).

END OF DI-CMAN-80639C.

DATA ITEM DESCRIPTION

Title: REQUEST FOR DEVIATION (RFD)

Number:	DI-CMAN-80640C	Approval Date:	20000930
AMSC Number:	D7389	Limitation:	N/A
DTIC Applicable:	No	GIDEP Applicable:	No
Office of Primary Responsibility:	D/DUSD(AT&L)SE		
Applicable Forms:	N/A		

Use, Relationships: A Request for Deviation describes a proposed departure from (a non-conformance with) the contractually-specified configuration documentation for a specific number of units or for a specified period of time.

A Request for Deviation enables the Government to determine the impact on performance, operational readiness, logistics support or other affected areas.

This Data Item Description (DID) contains the format, content and preparation instructions for the data product resulting from the work task specified in the contract.

Data Item Description submittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from <http://www.geia.org/836/>

This DID supersedes DI-CMAN-80640B and DI-CMAN-80641B.

Requirements:

1. Reference documents. The applicable issue of any documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.
2. Format and content. The Request for Deviation (RFD) shall be prepared in contractor format. The RFD content shall include the consideration to be provided if the government accepts the deviation and, where applicable, the following information:
 - a. a complete description of the contract requirement affected and the nature of the deviation (non-conformance)
 - b. number of units (and serial/lot numbers) to be delivered in this configuration
 - c. any impacts to logistics support elements (such as software, manuals, spares, tools, and similar) being utilized by government personnel or to the operational use of the product
 - d. information about remedial actions being taken to prevent reoccurrence of the non-conformance

The following references may be useful in defining content: MIL-HDBK-61, Configuration Management Guidance (paragraph 4.3 and Table 4-9) and ANSI/EIA-649-1998, National Consensus Standard for Configuration Management (paragraph 5.3.4).

END OF DI-CMAN-80640C.

DATA ITEM DESCRIPTION

Title: NOTICE OF REVISION (NOR)

Number:	DI-CMAN-80642C	Approval Date:	20000930
AMSC Number:	D7390	Limitation:	N/A
DTIC Applicable:	No	GIDEP Applicable:	No
Office of Primary Responsibility:	D/DUSD(AT&L)SE		
Applicable Forms:	N/A		

Use, Relationships: A Notice of Revision (NOR) describes the proposed changes to a technical document being requested by an Engineering Change Proposal (ECP).

After ECP approval, the NOR is forwarded to the custodian of each specification, drawing, associated list, or other applicable document(s) so they can make the required documentation changes.

This Data Item Description (DID) contains the format, content and preparation instructions for the data product resulting from the work task specified in the contract. This DID is used in conjunction with an Engineering Change Proposal (ECP), DI-CMAN-80639C. A requirement for ECPs should be contractually imposed in conjunction with this DID. This DID is also used with Specification Change Notices (SCNs), DI-CMAN-80643C.

Data Item submittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from <http://www.geia.org/836/>

This DID supersedes DI-CMAN-80642B.

Requirements:

1. Reference documents. The applicable issue of any documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.
2. Format and content. The Notice of Revision (NOR) shall be prepared in contractor format. The NOR content shall include, where applicable, the following information:
 - a. a listing of the identifier, revision level, and title of the affected document
 - b. the identifier of the ECP which proposed the change
 - c. a complete description of the changes to be made to the affected document

The following references may be useful in defining content: MIL-HDBK-61, Configuration Management Guidance (paragraph 4.4 and Table 4-10) and ANSI/EIA-649-1998, National Consensus Standard for Configuration Management (paragraph 5.3.3).

END OF DI-CMAN-80642C.

DATA ITEM DESCRIPTION

Exp. Date: Jun 30, 1986

Contractor's Progress, Status and Management Report

DI-MGMT-80227

DESCRIPTION PURPOSE

3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.

4. APPROVAL DATE (YYMMDD) 860905	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SPAWAR	6a. DTIC REQUIRED	6b. GDEP REQUIRED
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7. APPLICATION/INTERRELATIONSHIP

- 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.
- 7.2 This DID may be applied in any contract and during any program phase.
- 7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER N3947
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10. PREPARATION INSTRUCTIONS

- 10.1 Contract - This data item is generated by the contract which contains a specific and discrete work task to develop this data product.
- 10.2 Format - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction.
- 10.3 Content - The report shall include:
- A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity;
 - Description of the progress made against milestones during the reporting period;
 - Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations;
 - Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart;
 - Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract;
 - Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract;
 - Cost curves showing actual and projected conditions throughout the contract;
 - Any cost incurred for the reporting period and total contractual expenditures as of reporting date; (cont. on page 2)

Previous edition is obsolete

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APPLICATION/INTERRELATIONSHIP (Cont'd)

- 7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.

10. PREPARATION INSTRUCTIONS (Cont'd)

- i. Person-hours expended for the reporting period and cumulatively for the contract;
- j. Any trips and significant results;
- k. Record of all significant telephone calls and any commitments made by telephone;
- l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

*U.S. GOVERNMENT PRINTING OFFICE: 1986-704-037/50176

DATA ITEM DESCRIPTION

Conference Agenda

1. TITLE: Conference Agenda

2. IDENTIFICATION NUMBER: DI-ADMN-81249A

3. DESCRIPTION/PURPOSE:

3.1. The conference agenda provides information concerning purpose, location, and schedule of conferences required to manage the acquisition of systems equipment, related items, and services.

4. APPROVAL DATE: 931001

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR): F/ESC/EN-4

6a. DTIC APPLICABLE: Not Applicable

6b. GIDEP APPLICABLE: Not Applicable

7. APPLICATION/INTERRELATIONSHIP:

7.1. This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2. This DID supersedes DI-ADMN-81249.

8. APPROVAL LIMITATION: Not Applicable

9a. APPLICABLE FORMS: Not Applicable

9b. AMSC NUMBER: F6968

10. PREPARATION INSTRUCTIONS:

10.1. Format. Contractor format is acceptable.

10.2. Content. The agenda shall include the following, where applicable:

a. The purpose and objective of the conference.

b. The conference location, date, and duration.

c. A daily chronological listing of each major topic or subtopic to be discussed and the time to be devoted to each topic.

- d. A list of activities to be represented and identification of their responsibilities.
- e. A list of subcommittees to be established during the conference and the proposed activity representation for each subcommittee.
- f. Reference to and brief description of the results of previous meetings, when relevant.
- g. Location, schedule, and purpose or subject area to be covered by each subcommittee, when applicable.
- h. Names of the conference chairperson, co-chair, and subcommittee chairs, when applicable.
- i. Information on billeting, messing, transportation, and administrative service available to conference attendees.
- j. Complete list of all documentation to be available for review.
- k. Brief description of progress on actions or problems identified at previous meetings, when applicable.
- l. Other pertinent information such as forms to be used, identification of any deviations or waivers, security classification, and clearance requirements.

11. DISTRIBUTION STATEMENT: DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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DATA ITEM DESCRIPTION

Conference Minutes

1. TITLE: Conference Minutes

2. IDENTIFICATION NUMBER: DI-ADMN-81250A

3. DESCRIPTION/PURPOSE:

3.1. Conference minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings.

4. APPROVAL DATE: 931001

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR): F/ESC/EN-4

6a. DTIC APPLICABLE: Not Applicable

6b. GIDEP APPLICABLE: Not Applicable

7. APPLICATION/INTERRELATIONSHIP:

7.1. This Data Item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2. This DID supersedes DI-ADMN-81250.

8. APPROVAL LIMITATION: Not Applicable

9a. APPLICABLE FORMS: Not Applicable

9b. AMSC NUMBER: F6969

10. PREPARATION INSTRUCTIONS:

10.1. Format. Contractor format is acceptable.

10.2. Content. The minutes shall include the following information:

a. A title page containing the following:

(1) Title - type of meeting and date.

(2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held.

(3) Space for signatures of the designated representatives of the contractor and acquisition activity.

(4) The name of the contractor and address to which the acquisition activity should acknowledge receipt of comments.

b. The purpose and objective of the conference.

c. The conference location.

d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof.

e. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers as appropriate.

f. Action items resulting from the conference.

11. DISTRIBUTION STATEMENT: DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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